

North Carolina Cost Share Programs Review Summary
(month, year)

County	<u>Watauga</u>	Date of Previous Review/Report	<u></u>
District Staff Name(s)	<u>Janie Roe, Isaac Hodges</u>	Date	<u>4/17/18</u>
NRCS Staff Name(s)	<u></u>		
Division Representative(s)	<u>Rick McSwain, Tom Hill</u>		
Additional Participants	<u>Hire date 4/25/2016 for Isaac Hodges, 1/2/13 Janie's hire date</u>		

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?				X	Every 4 th Wednesday every month, seldom are meetings canceled, No December meeting		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	Posted at Clerk’s office and bulletin board, website, contacts newspaper but they don’t always print.		X			

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Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.				X	Participant will come in, request assistance, Janie takes application, get FSA farm map, field visit made, resource concerns shown, applicants are logged both NRCS and CS applications are potentially provided dependent upon which program best fits.		X			
Does the district provide technical assistance without cost share funds?	X				Yes. Farmland preservation, erosion issues from development. Tweetsie railroad erosion issues. Absentee home owners from the north coming back to second home calling regarding livestock in stream example. Work with Extension on the farm issues		X			
What type of technical assistance is provided without cost share funds?				X	See above, farmland preservation, Watauga does have a Voluntary Ag District program, it is not enhanced		X			
Are applications reviewed and approved by the Board as a separate action item?				X	Yes,		X			
Are application motions/decisions recorded in the board minutes?	X				Yes, well done, see note below		X			
Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice?				X	Good documentation in the files, Watauga staff brings revisions to the Board. No incentive payments, so this particular item does not apply, but the general records of Board meeting minutes are very well documented and		X			

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Is your district using the self-certification for incentives form provided by the division?					organized.					
If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	Not applicable		X			
At what point in the application process does the district develop the contract? (After Ranking, After Application Approved?) Describe this process.	X				After ranking usually. Sometimes some contract development work performed and estimates provided to applicant prior to ranking if it is time sensitive. This is a major change from prior work performed, at it should be noted that this is a good change that is effective not only for the district, but for the applicant/landowner.		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?	X				Staff gets input before contract, establish the needed BMPs, will meet with applicant and go over contract, let them know that it is a reimbursement. Yes, see above note regarding a major change that is effective.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	Haven't had any since 2008 or prior. Angela Gragg recused herself from husband's contracts. Well documented		X			

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Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes, and supervisors recuse themselves from voting on leased property etc.		X			
Is each contract reviewed in detail with the board before approval? Do you project CS2?	X				Yes, each contract separately discussed. Hard copies provided to Board. Photos provided (hard copy). Well done, noteworthy again that this is a change and effective.		X			
Are contracts reviewed and approved by the Board as a separate action item?				X	Yes		X			
Are contract motions/decisions recorded in the board minutes?				X	Yes, well documented		X			
What procedures do you follow for notifying the applicant that work can begin?				X	Phone call made to applicant, field visit made prior to construction. Copy of plan/contract provided after approval. Many absentee landowners, phone calls more effective. Documented in the meeting notes. Certified letters are sent to those whose contracts are expiring. Well done		X			
What information do you provide the applicant?				X	General overview, of contract/plan, provide copies, worksheets and specifications given at time that the work will begin. Well done		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?	X	X			Hands on, in the field, worksheets, specs given at that time or before. Will go over with contractors more as they are doing work, but will go over with	X				

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					applicant as well. This was an issue prior to recent hire. This issue has been addressed aggressively and done well. Commendation is given for the extra effort to ensure compliance with programs. The Recommendation is to continue the changes that have taken place over the last two years. There has been some disconnect in years past with this, as evidenced in the field. Again, this has had considerable and noted change, and the Division's recommendation is to continue the strong efforts that have been ongoing for the last two years.					
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval. Are you using CS2?				X	Case by case on establishing what is 1/3. Certified letter provided if one is not within the 1/3 work. Not too many cases where that is the case.		X			
If 1/3 of the work has not been completed within 12 months and the cooperators requests additional time, is the district recording 6-month extensions in the board minutes?	X				Board has implemented a 1 year contract as part of the Strategy Plan. Board can provide the extension within the 3 year contract timeframe. Good work! Something other districts should consider.		X			

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What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards?				X	Photos in the file, JAA signatures, checkout sheets, worksheets, and As Builds. Well done now. Current staff has made considerable effort to correct deficiencies noted in the past. The Board has recognized issues and taken aggressive action to address them. Staff and Board should be recognized for their extra efforts.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, measurements made in the field.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes.		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	Always an info item to the Board, signatory may sign per Commission policy		X			
Are payment motions/decisions recorded in the board minutes?				X	Yes		X			
Section 2: Spot Checks and Compliance Issues Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.				X	In past years all may not have been. As soon as it was realized that policy was not being followed, even prior to Isaac being hired, staff and board went out with Ashe county staff to provide the spotchecks. New hire is following		X			

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					policy.					
How does the district notify the NRCS area office or division to conduct spot checks for contracts that need to be spot checked by someone outside of the district? (See Spot Check Policies for each program)				X	The NRCS person is asked to provide spotcheck		X			

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The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation." How does your district notify individuals that have destroyed or mismanaged a BMP?				X	Few instances, but certified letter provided. It was a CCAP project.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	Few instances, but the Board was notified at the following meeting.		X			
Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	Yes		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.					N/A					
Is the district notifying the division of non-compliance and resolutions?				X	Unsure, so few cases (only 1). Process and policy was discussed and the web link given to staff		X			
Section 3: Record Keeping Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										

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Do you use the CS2 reports to show the board available program funds, encumbrances and expenditures?				X	Yes		X			
Does your district meet the requirements set forth in the LGFCA (Local Government Fiscal Control Act)? (see district WIKI for compliance dates)				X	County handles all audits, etc.		X			
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	County handles. Janie is notified that they are in the account.		X			
Who in the office does work for Cost Share Programs?				X	Isaac Hodges		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Watauga County. County staff provides copies to Janie.		X			
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA. (Print a copy of what is in the data base. Does it match the district's version?)	X			X	Isaac has not yet gotten any JAA. He has performed work in Ashe county and is using those designs and checkouts to obtain it. Commendations to both the Ashe and Avery district staff persons in helping the new hire perform duties.		X			

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Section 4: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: Applicant Name: BMP: <i>Insert Picture</i>										
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General Contract Summary										